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## ABSTRACT

This manual is a "how to" training device for developing inventory records in the AppleWorks program using an Apple IIe or Apple IIGS Computer with Duodisk or two disk drives and an 80-column card. The manual provides step-by-step directions, and includes 17 figures depicting the computer screen at the various stages of the inventory records development sequence. (EW)

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DEVELOPING INVENTORY  
RECORDS  
USING THE APPLEWORKS DATA BASE  
SUBPROGRAM AND  
APPLE IIe OR GS COMPUTERS

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## INTRODUCTION

"Developing Inventory Records Using The AppleWorks...Computers" was developed for use as a "how to" training device. It can be used with either Apple IIe or IIGS computers which have a Duodisk or two disk drives and an 80 column card installed. Its development was accomplished using an Apple Duodisk drive, 5 1/4" floppy disks, and the 1.3 Version of the AppleWorks program. Generally, other versions of the AppleWorks program as well as the smaller disk drives, presently available on the market, may be used in conjunction with the document. If the document is to be used as it was intended at the time of its development, users must have the following items available to them:

1. Apple II series computer.
2. A Duodisk drive or two disk drives.
3. AppleWorks startup and AppleWorks program disks: These items may be located on opposite sides of the same computer disk.
4. One data disk.

The following skills must be mastered by users before the document can be used as it was intended. Users must be able to:

1. Turn on the Apple computer.
2. Identify the location of slots 1 and 2 of the Duodisk drive or the difference between drives 1 and 2 of some other drive arrangement.
3. Bootup the AppleWorks program.
4. Format blank data disks (blank, unused disks must be formatted before information can be stored on them). This task may be accomplished using the AppleWorks program "Main Menu" option 5 (Other Activities) and option 5 of the "Other Activities" menu.

After building a file like the one described in this document, users should be able to set up data base files like the one described herein. Once a data base file, like the one described here, has been constructed and saved on a data disk users should attempt to modify the file such that it will better fit their individual needs. Additional guidance in this regard may be found in the AppleWorks manual which accompanies the purchase of the program. Manuals are also available from many bookstores.

Mistakes found in this document are mine.

RMS

## STEPS

## DIRECTIONS

01. Load the AppleWorks program into the computer. With this task completed, your screen should look like Figure 1 (the "Main Menu" is on the screen). In the upper left corner of the screen, you should find the numeral "2" following the second word "Disk." If this is the case, proceed to step 02. If the numeral is "1," go to step number 05.

Disk: Disk 2

MAIN MENU

Escape:

|                                              |
|----------------------------------------------|
| Main Menu                                    |
| 1. Add files to the Desktop                  |
| 2. Work with one of the files on the Desktop |
| 3. Save Desktop files to disk                |
| 4. Remove files from the Desktop             |
| 5. Other Activities                          |
| 6. Quit                                      |

Type number, or use arrows, then press Return

⌘-? for Help

Figure 1. The Computer Screen With Disk Drive Two Selected.

02. Option #1, "Add Files to the Desktop" is high lighted (usually in green, but the actual color depends on the type of equipment you have) so you should press the RETURN key once. Your screen should look like the picture shown in Figure 2 following this action.

---

IDisk: Disk 2

ADD FILES

Escape: Main Menu

---

|                             |     |
|-----------------------------|-----|
| Main Menu                   | - 1 |
| Add Files                   | 1   |
| Get files from:             |     |
| 1. The current disk: Disk 2 |     |
| 2. A different disk         |     |
| Make a new file for the:    |     |
| 3. Word Processor           |     |
| 4. Data Base                |     |
| 5. Spreadsheet              |     |

---

Type number, or use arrows, then press Return

55K Avail.

---

Figure 2. The Screen After Selecting, the "Add File to the Desktop" Option.

03. Press the numeral "4" key and then press the RETURN key once. This action should bring you to the "Data Base" menu and the screen will appear as does the picture in Figure 3.

The screenshot shows a menu structure with three levels: 'Main Menu', 'Add Files', and 'Data Base'. The 'Data Base' menu is currently selected and displays the following options:

```

Main Menu
├── Add Files
│   └── Data Base
│       ├── Make a new file:
│       │   ├── 1. From scratch
│       │   ├── 2. From a text (ASCII) file
│       │   ├── 3. From a Quick File (TM) file
│       │   └── 4. From a DIF (TM) file
└── ...

```

Type number, or use arrows, then press Return

55K Avail.

Figure 3. The "Data Base" Menu.

04. If you have successfully reached this point, jump to step 08.

05. If the screen looks like the picture shown in Figure 4 (note the #1 in the upper left corner of the Figure), select option #2, "A different disk," from the "Main Menu" by pressing DOWN ARROW once followed by RETURN once. Following this action, the screen should shift so that it appears like the picture shown in Figure 5.

Disk: Disk 1

ADD FILES

Escape: Main Menu

Main Menu

Add Files

Get files from:

1. The current disk: Disk 1
2. A different disk

Make a new file for the:

3. Word Processor
4. Data Base
5. Spreadsheet

Type number, or use arrows, then press Return

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Figure 4. Computer Screen With "Disk: Disk 1" Selected.

### Escape: Add Files

```

Main Menu
Add Files
Change Current Disk

Disk drives you can use:
1. Disk 1
2. Disk 2
3. ProDOS directory

```

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Figure 5. The Screen After Choosing, "A different disk" Option.

06. Select option #2, "Disk 2" by pressing DOWN-ARROW once followed by RETURN once. The screen should have changed following this action so that it appears as it did in Figure 2.

07. Now, complete step 03 and then jump to step 08.

08. With the screen appearing as it does in Figure 3 select option #1 (it is high lighted), "From scratch" by pressing RETURN once. The picture you see on the screen will change so that it looks like the one shown in Figure 6 below.

---

|                                |  |       |
|--------------------------------|--|-------|
| Main Menu                      |  | _____ |
| Add Files                      |  | _____ |
| Data Base                      |  | _____ |
| Make a new file:               |  |       |
| 1. From scratch                |  |       |
| 2. From a text (ASCII) file    |  |       |
| 3. From a Quick File (TM) file |  |       |
| 4. From a DIF (TM) file        |  |       |

---

Type a name for this new file: \_\_\_\_\_ 55K Avail.

Figure 6. The Screen Showing The "From Scratch" Option Of The "Data Base" Menu Selected.

09. Directions at the bottom of the screen tell you to name the the new file so type the word "INVENTORY" and then press the RETURN key once. The screen will now be identical to the picture shown in Figure 7.

|                                |  |
|--------------------------------|--|
| Main Menu                      |  |
| Add Files                      |  |
| Data Base                      |  |
| Make a new file:               |  |
| --> From scratch               |  |
| 2. From a text (ASCII) file    |  |
| 3. From a Quick File (TM) file |  |
| 4. From a DIF (TM) file        |  |

Type a name for this new file: INVENTORY

55K Avail.

Figure 7. Blank Data Base File Titled "INVENTORY."

10. Press the RETURN key once. The screen should look like the picture shown in Figure 8.

## Category names

Category 1

```
| Options:  
| Change category name  
| Up arrow Go to filename  
| Down arrow Go to next category  
| 2-1      Insert new category  
|  
|  
|  
|  
|  
|
```

Type entry or use 2 commands

55K Avail.

Figure 8. The Computer Screen Showing The Basic Data Base File Prior To The Insertion Of Category Names.

11. Insure that you are using the blinking block cursor and not the blinking line cursor. If the monitor screen shows a blinking line cursor, press the OPEN-APPLE and "E" keys at the same time to switch to the blinking block cursor (to switch back to the blinking block cursor, press the OPEN-ARROW and "E" keys at the same time).

12. Insert the first category name. This is accomplished as follows:

a. Press the CAPS-LOCK key down so that the machine will type only capital letters.

b. Type "ITEM NAME."

c. Press the SPACE-BAR several times to erase the remaining letters and number in the original "Category 1."



---

File: INVENTORY

CHANGE NAME/CATEGORY

Escape: Review/Add/Change

Category names

=====

|               |  |
|---------------|--|
| ITEM NAME     |  |
| DESCRIPTION   |  |
| QTY           |  |
| STOR.LOCATION |  |

Options:

Type category name

Up arrow Go to previous category

-----

Type entry or use 2 commands

55K Avail.

---

Figure 10. The Computer Screen After Typing The Four  
Category Names.

15. Press the ESC (escape) key once. The screen now looks  
like the picture shown in Figure 11.

---

File: INVENTORY

REVIEW/ADD/CHANGE

Escape: Main Menu

Category names

---

This file does not yet contain  
any information. Therefore, you  
will automatically go into the  
Insert New Records feature.

---

Press Space Bar to continue

55K Avail.

---

Figure 11. The Monitor Screen After Performing Step 15.

16. Press the SPACE-BAR once. The screen changes so that  
it appears like the screen shown in Figure 12 and the file  
is ready for the insertion of real data.

---

File: INVENTORY

INSERT NEW RECORDS

Escape: Review/Add/Change

Record 1 of 1

---

ITEM NAME: -

DESCRIPTION: -

QTY: -

STOR.LOCATION: -

---

Type entry or use 2 commands

55K Avail.

---

Figure 12. The Computer Screen Showing A Blank "Record 1 of 1".

17. Insert data in the first two records. This accomplished as follows:

- a. Type the information to be entered in a category.
- b. Press the RETURN key once.
- c. Type information in the next category and press the RETURN key once.
- d. Use the UP-ARROW key after pressing the RETURN key to return to a category where a mistake has been made.
- e. If the computer does not move automatically from record 1 to record 2, follow the direction on the monitor screen.

18. After inserting information in the first two records, press the OPEN-APPLE and the "Z" (zoom) at the same time. The screen will now appear similar to the example provided in Figure 13 (if you want to return to the original format, press the OPEN-APPLE and the "Z" again).

File: INVENTORY

REVIEW/ADD/CHANGE

Escape: Main Menu

Selection: All records

| ITEM NAME   | DESCRIPTION | QTY     | STOR.LOCATION |
|-------------|-------------|---------|---------------|
| Wrench, Box | 7/16"       | 10      | C-03-10       |
| Line        | 1/2" Nylon  | 2 Rolls | H-01-05       |
| -           | -           | -       | -             |

Type entry or use 2 commands

2-? for Help

Figure 13. The Computer Screen After Entering Data In The First Two Records And Switching Screen Formats.

19. Press the OPEN-APPLE and the "L" (layout) keys at the same time. This action will allow changes in the column widths and the like to be made. See Figure 14.

---

File: INVENTORY

CHANGE RECORD LAYOUT

Escape: Review/Add/Change

---

--> or <-- Move cursor  
> 2 < Switch category positions  
--> 2 <-- Change column width  
2-D Delete this category  
2-I Insert a previously deleted category

---

---

| ITEM NAME   | DESCRIPTION | QTY     | STOR.LOCATION | M |
|-------------|-------------|---------|---------------|---|
| Wrench, Box | 7/16"       | 10      | C-03-10       | R |
| Line        | 1/2" Nylon  | 2 Rolls | H-01-05       | G |
|             |             |         |               | I |
|             |             |         |               | N |

---

Use options shown above to change record layout

55K Avail.

---

Figure 14. The Computer Screen After Selecting The Alter Layout Option.

20. Alter the file to fit your desires by following the directions provided on the screen.

21. Press the ESC key once. The screen will appear similar to the example shown in Figure 15.

File: INVENTORY

CHANGE RECORD LAYOUT

Escape: Review/Add/Change

What direction should the cursor  
go when you press Return?

1. Down (standard)
2. Right

| ITEM NAME   | DESCRIPTION | QTY     | STOR.LOCATION |
|-------------|-------------|---------|---------------|
| Wrench, Box | 7/16"       | 10      | C-03-10       |
| Line        | 1/2" Nylon  | 2 Rolls | H-01-05       |

----- More ---->  
Type number, or use arrows, then press Return      55K Avail.

Figure 15. The Computer Screen After Pressing ESC Once.

22. Press the ESC key once (a second time). The monitor screen changes to appear similar to the example in Figure 16.

---

File: INVENTORY

REVIEW/ADD/CHANGE

Escape: Main Menu

Selection: All records

| ITEM NAME   | DESCRIPTION | QTY     | STOR.LOCATION |
|-------------|-------------|---------|---------------|
| Wrench, Box | 7/16"       | 10      | C-03-10       |
| Line        | 1/2" Nylon  | 2 Rolls | H-01-05       |
| -           | -           | -       | -             |

---

Type entry or use 2 commands

2-? for Help

---

Figure 16. The Monitor Screen Showing The Altered Data Base file.

23. Press the OPEN-APPLE and the "S" keys at the same time to save the file on a the data disk in slot or drive two.

24. Return to the "Main Menu" by pressing the ESC key once. The Screen now should be identical to the picture shown in Figure 17.

---

Disk: Disk 2

MAIN MENU

Escape: "INVENTORY"

---

| Main Menu |                                           |
|-----------|-------------------------------------------|
| 1.        | Add files to the-Desktop                  |
| 2.        | Work with one of the files on the Desktop |
| 3.        | Save Desktop files to disk                |
| 4.        | Remove files from the Desktop             |
| 5.        | Other Activities                          |
| 6.        | Quit                                      |

---

Type number, or use arrows, then press Return

2-? for Help

---

Figure 17. "Main Menu."